



MIAMI BEACH

Announcement of Open Position

ADMINISTRATIVE SECRETARY

1,308.51 BI-WEEKLY SALARY

Open: 03/20/2006 8:30 AM

Close: Until Filled

NATURE OF WORK

Varied, responsible secretarial work primarily for a department or division head.

MINIMUM REQUIREMENTS

Three (3) years full-time paid secretarial experience (one year of supervisory experience desired). Type 40 correct w.p.m.

EXAMINATION

PART I - Typing Test. NOTE: You must pass Part I Typing test to qualify for Part II Written test.

PART II - Written Test. May include data comparison, English usage, vocabulary, spelling, following instructions, math, filing, coding and supervision.

Part I Typing Test:

Place of Typing Test:

April 11, 2006. To be scheduled at the time of application
"Old" City Hall, 1130 Washington Avenue, 3rd Floor

Part II Written Test:

Place of Written Test:

April 21, 2006. 9:45 - 10:45 (sign in by 9:30)**

** Must sign in no later than 15 min previous to start time
Miami Beach Convention Center - Hall B, Room 129

This position represented by: C.W.A. (Communications Workers of America)

TO APPLY

IN PERSON

MONDAY THROUGH THURSDAY BETWEEN 8:30 AM AND 5:00 PM

MIAMI BEACH CITY HALL
Human Resources Department
3rd Floor
1700 Convention Center Drive
Miami Beach, FL 33139

FAXES NOT ACCEPTED

CLASS NO: 2109

UC NO: XXXXX

EOE/AA/ADA/VET PREF